

Alliance Consulting Corporation

(AllianceCorp)

SBA Certified Small Business

GENERAL SERVICES ADMINISTRATION

Authorized Federal Supply Schedule Price List

HUMAN RESOURCES & EEO SERVICES SCHEDULE

FSC Group: 738 Part X

**SIN 595-21 Human Capital Strategy, Policy, and Operation
Planning**

SIN 595-25 EEO Services

SIN 595-27 Pre-Employment Background Investigations

Contract Number: GS-02F-0098S

Base Contract Period of Performance

March 2, 2016 to March 1, 2021



ALLIANCE CONSULTING CORPORATION

Metro Park North

7529 Standish Place

Suite 104

Rockville, MD 20855

Attn: Sam S. Bedi | President

Email: sbedi@alliancecorp.net

Tel: 301-294-9290 Ext 22

Fax: 301-294-1950

www.alliancecorp.net

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu driven database system.

The Internet address for GSA Advantage is:

<http://www.fss.gsa.gov>



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SECTION I - CORPORATE OVERVIEW

AllianceCorp is a privately held company, incorporated under the laws of the State of Delaware, with its principal place of business in the Washington D.C. Metropolitan area in Rockville, MD.

Since 2002 AllianceCorp has been committed to providing Federal HR Support Services, EEO Services and Pre-Employment Background Investigations:

SIN 595-21 Human Capital Strategy, Policy and Operational Planning

SIN 595-2 HR Talent Development

- HR Training Courses / Exhibit A
- HR Position Classifications

SIN 595-6 HR Separation & Retirement

SIN 595-7 HR Employee Relations

SIN 595-11 HR Ancillary Services: Administrative Support

SIN 595-25 HR EEO Services

SIN 595-27 Pre-Employment Background Investigations

AllianceCorp understands the unique challenges associated with Federal Human Resources and offers the technical expertise that government agencies require to effectively execute their HR programs.

At AllianceCorp we are committed to providing our clients with total solutions reflected in our experienced personnel, corporate approach, and responsive management. We are dedicated to quality services, personal integrity, and cost effectiveness. We strive to deliver quality services on time and within budget.

We are proud of our reputation for providing quality Federal HR Support Services, EEO Services and Pre-Employment Background Investigations. We are committed to applying the knowledge and experience we have gained over the years in helping our customers react quickly and decisively to the challenges they face. Our efforts have not gone without reward: a majority of our business is follow-on tasks from existing clients, proving that AllianceCorp delivers what we promise and achieves superior customer satisfaction, the same satisfaction that our clients have come to expect.

To find out how we can assist you in meeting your HR & EEO needs, please contact us at:

301-294-9290, Extension 22 or visit our website at www.alliancecorp.net



SECTION II - CUSTOMER INFORMATION

Contractor Information: Alliance Consulting Corp (AllianceCorp)
7529 Standish Place, Suite 104
Rockville, MD 20855
Web-site address: www.alliancecorp.net

Contact Information: Name: Sam S. Bedi
Title: President
Address: 7529 Standish Place, Suite 104
Rockville, MD 20855
Telephone: (301) 294-9290 Ext 22
Fax: (301) 294-1950
E-mail: sbedi@alliancecorp.net

Business Type/Size: Minority Owned, SBA Certified Small Business
Small Disadvantaged Business

Discounts: Prices shown are Net Prices; basic discounts have already been deducted. Additional volume discounts may be available based on size and duration of task order.

DUNS Number: 118861942

CAGE: 3B0T0



Section III - Federal Supply Schedule Contract Clauses and Price List

1. Table of awarded special item numbers:

SIN 595-21: Human Capital Strategy, Policy and Operational Planning.

1a. Labor Categories offered under the above SIN are displayed on Pages 12-28

1b. The Alliance Consulting Corp Labor Category “HR Administrator at \$47.71 is the lowest price labor category in the contract. The GSA labor category price is based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

SIN 595-25: EEO Services

SIN 595-27: Pre-Employment Background Investigations

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage / Scope: Domestic

5. Quantity discounts, SIN 595-27: 101 – 300 Cases – 2% Discount
301 – 500 Cases – 3% Discount
501 – 1000 Cases – 5% Discount

6. Prompt payment terms: 0%, Net 30 Days

7. Time of delivery: To be specified on each individual Task Order

8. Delivery Terms: FOB Destination

9. Ordering address: Alliance Consulting Corporation
7529 Standish Place, Suite 104
Rockville, MD 20855

10. Payment addresses: Alliance Consulting Corporation
Attn: Accounting Department
7529 Standish Place, Suite 104
Rockville, MD 20855

ACH Payments: Financial Information – Wachovia Bank
9-Digit ABA Routing Number: see invoice
Account No. see invoice



Human Resources and EEO Services (738 X)



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- 11. Price Reduction Clause 552.238-75 (Sept 1999):** All terms under the Price Reduction Clause 552.238-75 (Sep 1999) are acceptable. This clause will be predicated on the MFC category of customers: All Commercial End Users.
 - 12. Contract Period:** March 2, 2016 to March 1, 2021 with two additional five year option periods.
 - 13. Economic Price Adjustment:** Clause 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contract (SEP 1999) will apply to this contract, since this award is predicated on Alliance Consulting Corp's commercial catalog/pricelist.
 - 14. Government Commercial Purchase Card:** Alliance Consulting Corp will accept the Government Commercial Credit Card at or below the micro purchase threshold.
 - 15. Data Universal Number System (DUNS) Number:** 118861942
 - 16. Notification Regarding Registration in System for Award Management (SAM) Database.**
Registered:



Human Resources and EEO Services (738 X)



SIN 595-21-Human Resource Services-Labor Categories: Services may include, but are not limited to, providing support in the function of planning, recruitment and internal placement, position classifications, personnel actions, training, employee relations, outplacement, function review/integration services and administrative support.	GSA Hourly Rates - Effective March 2, 2016
SIN 595-3 – Talent Development - Position Classifications / Staffing	
Program Manager I	\$180.25
HR Subject Matter Expert I	\$286.29
HR Subject Matter Expert II	\$236.80
HR-Talent Development Analyst I	\$145.30
HR-Talent Development Analyst II	\$139.93
SIN 595-3 – Training Courses / Exhibit A	
Program Manager I	\$180.25
HR Subject Matter Expert I	\$286.29
HR Subject Matter Expert II	\$236.80
HR Training Analyst I	\$145.30
HR Training Analyst II	\$139.93
SIN 595-6 – Separation & Retirements	
Program Manager I	\$180.25
HR-Subject Matter Expert I	\$286.29
HR- Subject Matter Expert II	\$236.80
HR-Separation & Retirement Analyst I	\$145.30
HR-Separation & Retirement Analyst II	\$139.93
SIN 595-7 – Employee Relations	
Program Manager I	\$180.25
HR-Subject Matter Expert I	\$286.29
HR- Subject Matter Expert II	\$152.96
HR Separation & Retirement Analyst I	\$145.30
HR Separation & Analyst II	\$139.93
SIN 595-11 – Ancillary Services: Administrative Support	
Program Manager	\$180.25
HR-Subject Matter Expert I	\$286.29
HR-Subject Matter Expert II	\$152.96
HR-Administrative Support Analyst I	\$145.30
HR-Administrative Support Analyst II	\$139.93
HR Case Analyst	\$77.79
HR Administrator	\$47.71



Human Resources and EEO Services (738 X)



SIN 595-3 ACC Course Number	EXHIBIT A Title of Training Course	GSA Price	Additional Student Price After Minimum Participant	Minimum Participant	Maximum Participant
	Schedule of One Day Courses				
ACC-022A-1	Superior leadership through communications	\$5,685	\$379.00	15	30
ACC-023A-1	Active listening	\$5,685	\$379.00	15	30
ACC-024A-1	Interpersonal communications in the work place	\$5,715	\$381.00	15	30
ACC-025A-1	Basic presentation skills	\$5,685	\$379.00	15	30
ACC-031A-1	A measured approach to problem solving	\$5,685	\$379.00	15	30
ACC-036A-1	Dealing with conflict in the work place	\$5,685	\$379.00	15	30
ACC-037A-1	Coaching for enhanced performance	\$5,685	\$379.00	15	30
ACC-038A-1	Making the most of generational diversity	\$5,685	\$379.00	15	30
ACC-039A-1	Mistake free writing	\$5,715	\$381.00	15	30
ACC-040A-1	Powerful PowerPoint presentations	\$5,685	\$379.00	15	30
ACC-043A-1	Working with difficult people	\$5,685	\$379.00	15	30
ACC-050A-1	Being an effective leader	\$5,715	\$381.00	15	30
ACC-051A-1	Leading organizational change	\$5,685	\$379.00	15	30
ACC-052A-1	Your role as supervisor	\$5,685	\$379.00	15	30
ACC-053A-1	The take charge assistant	\$5,685	\$379.00	15	30
ACC-056A-1	Diversity and inclusion awareness	\$5,685	\$379.00	15	30
ACC-057A-1	Train the trainer	\$5,685	\$379.00	15	30
ACC-058A-1	Project Management fundamentals	\$5,685	\$379.00	15	30
ACC-063A-1	Process Flow Mapping	\$5,685	\$379.00	15	30



Human Resources and EEO Services (738 X)



	Schedule of Two-Day Courses			15	
ACC-026A-2	Advanced presentation skills	\$9,270	\$618.00	15	30
ACC-062A-2	Advanced Project Management	\$10,830	\$722.00	15	30
ACC-064S-2	Mid-Career Retirement Training	\$10,830	\$722.00	15	30
ACC-065S-2	Pre-Retirement Training	\$10,830	\$722.00	15	30
ACC-66G-2	Position Classification Training	\$10,830	\$722.00	15	30

SIN 595-25 EEO SERVICES

Senior Attorney / SME	\$286.29
Attorney / SME	\$171.77
Paralegal	\$68.29



SIN 595-27 Pre-Employment Background Investigations		
HR- Executive Consultant	\$	152.96
HR-Senior Investigator	\$	118.97
Program Manager II	\$	129.23
Field Investigator	\$	76.33
Case Analyst	\$	77.79
HR Administrator	\$	47.71

Skill Category	GSA Hourly Rates Effective 7/24/17
SIN 595-27 Pre-Employment Screening	
National Agency Check w/Local Agency Check (NACLC)	\$643.54
Local Area Check (LAC)	\$547.24
Single-Scope Background Investigation (SSBI)	\$3,088.56
SSBI Periodic Reinvestigation (SSBI-PR)	\$1,994.08
Employment Verification (Individual Employer Telephonic check)	\$18.13
Salary History Check (Individual Employer with Salary Data Provided By Subject)	\$36.26
Electronic Criminal History Check (Conus, AK, HI; Court Fees Extra)	\$28.33
Educational Verification (Limited to verification of School & Degree; Educational Transcript)	\$18.13
Telephonic Reference Check (Limited to CONUS, AK & HI)	\$20.39
Professional License Check	\$18.13
Motor Vehicle/Driving Record Check (Applicable Fees Extra)	\$18.13
Family/Neighbor Verification	\$20.39
Credit History Check (Rate per Check of one credit Bureau)	\$13.60
In-Person Criminal History Check/ Rate per jurisdiction; limited to CONUS; Court Fees extra	\$91.77
In-Person Military Records Review /Rate per each review; fees extra	\$58.92



Light Green = Package Investigation

Light Yellow = Individual Items in Investigation

Volume Discounts / NACLC, LAC, SSBI & SSBI-PR

101-300 Cases / 2% Discount

301-500 Cases / 3% Discount

501-1000 Cases / 5% Discount

501-1000 Cases / 5% Discount



SECTION IV - LABOR CATEGORIES

AllianceCorp recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional hand-on experience. Increasingly, we find that the skills needed to meet Task Order requirements in order to address today's Human Capital Strategy, Policy and Operation Planning, EEO Services and Pre-Employment Background Investigations issues, and tomorrow's challenges require individuals with varying levels of education, specialized knowledge, training and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, AllianceCorp's GSA Schedule utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities. The GSA labor category price is based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

SIN 595-21 - Human Resource Services:

Human Resource Services may include, but are not limited to:

595-3 Talent Development

- Training Courses / Exhibit A
- Position Classifications

595-6 Separation & Retirement

595-7 Employee Relations

595-11 Ancillary Services: Administrative Support

SIN 595-25 - EEO Services:

EEO Services may include, but are not limited; to providing investigation of Discrimination Complaints and the Preparation of Reports of Investigations (includes individual Case/Consolidated Case: one or additional issues, continuing violation, on-line Reporting System, additional copies of investigation reports). Preparation of an Analysis and Recommended Agency Decision in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance with Settlements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to equal opportunity programs, EEO training and Consulting, EEO counseling (Individual and Class Complaint).

SIN 595-27 – Pre-Employment Background Investigations:

AllianceCorp is uniquely qualified with its cadre of investigators in performing pre-employment screening and background investigations for federal agencies. Our highly-skilled personnel are mostly located in the Washington D.C. Metropolitan Area and provide a full range of investigative and related services. Our experts can assist human resources and security professionals in credential verification and in recruiting potential employees that meet the requirements of a capable workforce in to-days fast paced private and public sectors. Customer satisfaction is the hallmark of our success and a guiding principle in our service operations.



DESCRIPTION OF SERVICES OFFERED

**SIN 595-21 HUMAN CAPITAL STRATEGY, POLICY AND OPERATION
PLANNING**

SIN 595-3 - TALENT DEVELOPMENT

(This function includes the following sub-functions: A.3.1 Talent Development Planning and Strategy; A3.2 Workforce Development and Training; Learning Management.

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR, contract terminology, operations, procedures, and requirements.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied with in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as prepares evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Addresses employee development needs assessments; designing employee development programs; administering and delivering employee development programs (Learning Management) and evaluating overall effectiveness of the agency's employee development approach. Establish internal programs and procedures for attracting, recruiting, assessing, and selecting highly qualified productive employees with appropriate skills and competencies. Conducts workforce studies involving organizations of government agencies at multiple locations. Based upon study findings, develops detailed staffing recommendations, staffing standards and guides. Keeps government program authorities, and management aware of status, problems and solutions.



Labor Category: Subject Matter Expert II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of HR experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Addresses staffing and workforce issues to include HR needs analysis, modeling and forecasting. Establish internal programs and procedures for attracting, recruiting, assessing, and selecting highly qualified, productive employees with appropriate skills and competencies. Conducts workforce studies involving organizations of government agencies at multiple locations. Based upon study findings, develops detailed staffing recommendations, staffing standards and guides. Develops project plans and determines resource needs and allocates them. Identifies problems and develops recommendations. Keeps government program authorities, and management aware of status, problems and solutions.

Labor Category: HR Talent Development Analyst I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Duties:** Assists in complex HR functions that cover four or more functional areas to include: recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR vacancy data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

Labor Category: HR Talent Development Analyst II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis. Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Assists in complex HR functions that cover four or more functional areas to include: recruitment, staffing, position classifications, training, employee relations and outplacements. Collects and analyzes HR vacancy data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish



tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

[SIN 595-3 – TRAINING COURSES / Exhibit A](#)

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing training and management analysis.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing training and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Experienced in analyzing workforce development and leadership and development training. Advice and guide HR management staff in managing self-improvement training resources, providing assistance in identifying training needs and requirements, coordinating the availability of various training programs, development career programs and executive leadership programs. Working knowledge of applicable policies, procedures, and directives impacting project. Conducts project tracking methodologies to ensure success and efficiency of the training process and improve timeliness and help insure the individual development process.

Labor Category: Subject Matter Expert II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing training and management analysis. Consults on or manages HR projects or programs requiring



knowledge of federal HR or contract terminology, operations, procedures, and requirements.

- **Duties:** Experienced in analyzing workforce development and leadership and development training. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational training workshops and seminars. Conducts project tracking methodologies to ensure success and efficiency of the training process and improve timeliness and help insure the individual development process.

Labor Category: HR Training Analyst I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing training and management analysis. Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Assists in complex human resource training functions that cover professional training and individual development services. Collects and analyzes HR training data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiarity with standard concepts, practices, and procedures within a particular HR field. Works under general supervision of a Subject Matter Expert in the designated field.

Labor Category: HR Training Analyst II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing training and management analysis. Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Assists in complex human resource training functions that cover professional training and individual development services. Collects and analyzes HR training data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiarity with standard concepts, practices, and procedures within a particular HR field. Works under general supervision of a Subject Matter Expert in the designated field.

SIN 595-3 - HR POSITION CLASSIFICATIONS

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.



- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are compiled in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by designated staff.

Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Provides services in a wide range of classification functions for a variety of occupations and grades in the General Schedule, the Federal Wage System and the Federal Classification System. Develops and carries out occupational analysis, organizational capabilities and core competency identification. Experience in organizational alignment reviews; position reformulation and implementation of organizational decisions. Conducts position management analysis and strategies to determine future human capital needs and prepares advisory opinions on the classification of positions.

Labor Category: Subject Matter Expert II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Experience in conducting desk audits and preparing written evaluation statements. Working knowledge of HR Classification to include, reviewing, evaluating, auditing and counseling. Develops and carries out occupational analysis, organizational capabilities and core competency identification. Experience in organizational alignment reviews; position reformulation and implementation of organizational decisions. Conducts position management analysis and strategies to determine future human capital needs and prepares advisory opinions on the classification of positions. Reviews draft regulations, standards or other guidance for impact on serviced organizations...



Labor Category: HR Classification Analyst I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis. Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Working knowledge of HR Classification to include reviewing, evaluating, auditing and counseling. Review position descriptions for adequacy; implement classification standards; prepare evaluation statements and assist in the appeal procedure. Works under general supervision of a Subject Matter Expert in the designated field.

Labor Category: HR Classification Analyst II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis. Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Working knowledge of HR Classification to include reviewing, evaluating, auditing and counseling. Review position descriptions for adequacy; implement classification standards; prepare evaluation statements and assist in the appeal procedure. Effective administrative and communication skills to manage and oversee project. Works under general supervision of a Subject Matter Expert in the designated field.

SIN 595-6 – SEPARATION & RETIREMENT

(This function includes the following sub-functions: A.6.1 Separation Counseling; A6.2 Retirement Planning and Processing; A.6.3 Retirement Management and Training.)

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.



Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing separation, retirement and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Experienced in analyzing retirement assistance, training, counseling and guidance in areas such as self-assessment, knowledge, skills, and abilities assessment and group and individual counseling. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational retirement counseling between the HR department and prospective federal retirees.

Labor Category: Subject Matter Expert II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of HR experience performing separation, retirement and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Experienced in analyzing retirement assistance, training, counseling and guidance in areas such as self-assessment, knowledge, skills, and abilities assessment and group and individual counseling. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational retirement counseling between the HR department and prospective federal retirees.

Labor Category: HR Separation & Retirement Analyst I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing separation, retirement and management analysis. Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Assists in analyzing retirement assistance, training, counseling and guidance in areas such as self-assessment, knowledge, skills, and abilities assessment and group and individual counseling. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational retirement counseling between the HR department and prospective federal retirees.



Labor Category: HR Separation & Retirement Analyst II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of HR experience performing separation, retirement and management analysis. . Requires proven administrative skills and experience with HR automated systems.
- **Duties:** Assists in analyzing retirement assistance, training, counseling and guidance in areas such as self-assessment, knowledge, skills, and abilities assessment and group and individual counseling. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational retirement counseling between the HR department and prospective retirees.

SIN 595-7 – EMPLOYEE RELATIONS

(This function includes the following sub-functions: A.7.1 Employee Misconduct Remediation; A.7.2 Employee Performance Remediation; A.7.3 Administrative Grievance and Third Party Proceedings; A.7.4 Reasonable Accommodation Programming; and Employee Suitability.)

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience in employer-employee relationship and accountability analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.



- **Duties:** Provides expert assistance in covering a full range of employee relations services. Assists in support services to include but not limited to: providing comprehensive support in disciplinary actions as they relate to complaints, grievances, and appeals on: leave administration, recognition and awards, performance management and appraisal, insurance benefits and retirement. Review proposed correspondence for regularity compliance and serve as an interface with legal staff. Monitors HR personnel and reviews reports prepared by agency staff.

Labor Category: Subject Matter Expert II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience in employer-employee relationship and accountability analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Provides expert assistance in covering a full range of employee relations services. Assists in support services to include but not limited to: providing comprehensive support in disciplinary actions as they relate to complaints, grievances, and appeals on: leave administration, recognition and awards, performance management and appraisal, insurance benefits and retirement. Review proposed correspondence for regularity compliance and serve as an interface with legal staff.

Labor Category: HR Employee Relations Analyst I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience in employer-employee relationship and accountability analysis.
- **Duties:** Assists in the implementation of programs to ensure mission effectiveness through employee accountability. Working knowledge of applicable policies, procedures, and directives impacting project. Conducts project tracking methodologies to ensure employer-employee relationship that balances the agency's needs against its employees' rights. Requires proven administrative skills and experience with HR automated systems.

Labor Category: HR Employee Relations Analyst II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience in employer-employee relationship and accountability analysis.
- **Duties:** Assist in the implementation of programs to ensure mission effectiveness through employee accountability. Basic working knowledge of applicable policies, procedures,



and directives impacting the project. Conducts project tracking methodologies to ensure employer-employee relationship that balances the agency's needs against its employees' rights. Requires proven administrative skills and experience with HR automated systems.

SIN 595-11 – ANCILLARY SERVICES, ADMINISTRATIVE SUPPORT

(This function includes the following sub-functions: A.11.1 paralegal Support; A.11.2 Adjudication; A.11.3 Claims Processing; A.11.4 Transaction Analysis; A.11.5 Function Review Research and Analysis.)

Labor Category: Program Manager I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis.
- **Duties:** Provides overall project management and supervision of personnel. Initiates assignments, monitors performance and balances production of work load. Ensures operational goals and contract requirements are complied in a timely fashion and budgetary guidelines are met. Communicates with project staff on contract changes. Participates in project evaluation and review as well as preparing evaluations for senior executive management staff. Monitors HR personnel and reviews reports prepared by delegated staff.

Labor Category: Subject Matter Expert I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of HR experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Experienced in analyzing position requirements to include executive searches, internships and assessments and performs other related management activities required for successful completion of the project. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational recruitment and marketing strategies; provides external recruitment services for complex, dynamic, or hard to fill positions. Conducts project tracking methodologies to ensure success and efficiency of the staffing process and improve timeliness and help insure the hiring of quality candidates.



Labor Category: Subject Matter Expert II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis. Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements.
- **Duties:** Experienced in analyzing position requirements to include executive searches, internships and assessments and performs other related management activities required for successful completion of the project. Working knowledge of applicable policies, procedures, and directives impacting project. Plans and manages organizational recruitment and marketing strategies; provides external recruitment services for complex, dynamic, or hard to fill positions. Conducts project tracking methodologies to ensure success and efficiency of the staffing process and improve timeliness and help insure the hiring of quality candidates.

Labor Category: HR Administrative Support Analyst I

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Duties:** Assists in the performance of HR functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.

Labor Category: HR Administrative Support Analyst II

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Duties:** Assists in the performance of HR functions that cover four or more functional areas to include: planning, recruitment, position classifications, training, employee relations and outplacements. Collects and analyzes HR data, and then makes recommendations to management. Relies on generalist experience to plan and accomplish tasks. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision of a Subject Matter Expert in the designated field.



Labor Category: Case Analyst

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 2 to 4 years of experience performing background investigative services.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Provides case control management support required to complete Personnel Security Investigations. Receives, disseminates and controls all PSI cases for military, civilian, and contractor personnel. Responsibilities include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

Labor Category: Administrator

- **Education:** High School diploma or equivalent.
- **General Experience:** Typically has 2 to 4 years of experience performing business and management analysis.
- **Duties:** Position requires receiving and routing incoming correspondence, typing correspondence, status reports, security forms and investigative records. May be required to make travel arrangements and reservations, schedule appointments and support senior management staff. Effective oral and communication skills and ability to multi-task.

SIN 595-25 EEO SERVICES

Labor Category: Sr. Attorney / SME I

- **Education:** Juris Doctor (JD) or equivalent degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** At least 20 years of experience providing legal advice and professional services to corporate and/or government clients. Professional services include reviewing documents, drafting documents, negotiating documents, providing advice concerning the legality of an action, litigating disputes and settling disputes.
- **Duties:** Perform as lead counsel for the resolution of disputes between Federal Government Agencies and their Prime Contractors. Advise Government officials of the legal issues and risks in a specific dispute; negotiate an alternate dispute resolution procedure with the contractor; direct the collection and review of relevant documents for the dispute; interview, depose and question witnesses; and lead the legal presentation at the forum for the alternate dispute resolution.



Labor Category: Attorney I / SME II

- **Education:** Juris Doctor (JD) or equivalent degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** At least 10 years of experience providing legal advice and professional services to corporate and/or government clients. Professional services include reviewing documents, drafting documents, negotiating documents, providing advice concerning the legality of an action, litigating disputes and settling disputes.
- **Duties:** Assist the lead counsel for the resolution of disputes between Federal Government Agencies and their Prime Contractors. Advise Government employees of the legal issues and risks in a specific dispute; assist in the negotiation of an alternate dispute resolution procedure with the contractor; participate in the collection and review of relevant documents for the dispute; interview, depose and question witnesses; and assist the lead counsel in the legal presentation at the forum for the alternate dispute resolution.

Labor Category: Paralegal / Admin I

- **Education:** Paralegal Certification from an accredited institution.
- **General Experience:** Typically 3 to 4 years of experience providing support to senior legal staff.
- **Duties:** Depending on the functional specialty, support the senior legal staff in the preparation of legal proposals, briefs, internal reports and associated projects being supported.

SIN 595-27- HR PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

Labor Category: HR Executive Consultant

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing security related analysis.
- **Duties:** Provide guidance and assistance as appropriate to Investigators. Monitors pending cases to ensure compliance with delivery dates. Guides the prioritization on cases where noteworthy or derogatory information is developed during the course of Subject investigation. Review and revise investigative reports and finalize completed investigative packages. Provides team leadership in monitoring investigative personnel.

Labor Category: HR Senior Investigator

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.



- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Researches data from appropriate official records and sources to compile subject profiles in written Reports of Investigations. Responsibilities include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

Labor Category: Program Manager II / Consultant

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing security related analysis.
- **Duties:** Provide guidance and assistance as appropriate to Investigators. Monitors pending cases to ensure compliance with delivery dates. Guides the prioritization on cases where noteworthy or derogatory information is developed during the course of Subject investigation. Review and revise investigative reports and finalize completed investigative packages. Provides team leadership in monitoring investigative personnel.

Labor Category: Field Investigator / Analyst

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Researches data from appropriate official records and sources to compile subject profiles in written Reports of Investigations. Responsibilities include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

Labor Category: Case Analyst

- **Education:** BA or BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 2 to 4 years of experience performing background investigative services.
- **Duties:** Performs security background investigations on individuals requesting or renewing a federal security clearance. Provides case control management support required to complete Personnel Security Investigations. Receives, disseminates and controls all PSI cases for military, civilian, and contractor personnel. Responsibilities



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include but are not limited to; managing inquiries of Field Investigators. Effective oral and communication skills and ability to multi-task.

Labor Category: Administrator

- **Education:** High School diploma or equivalent.
- **General Experience:** Typically has 2 to 4 years of experience performing business and management analysis.
- **Duties:** Assists other HR personnel by performing work requiring basic knowledge of federal HR terminology, procedures and requirements. Position requires receiving and routing incoming correspondence, typing correspondence, status reports, security forms and investigative records. May be required to make travel arrangements and reservations, schedule appointments and support senior management staff. Effective oral and communication skills and ability to multi-task.
